

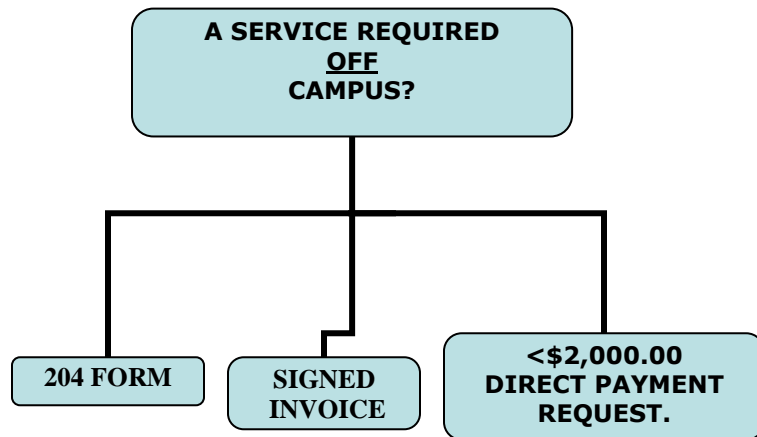
For Details Visit: <http://www.csum.edu/FiscalServices/forms.asp#A>

## ACCOUNTS PAYABLE DIRECT PAYMENT PROCEDURES

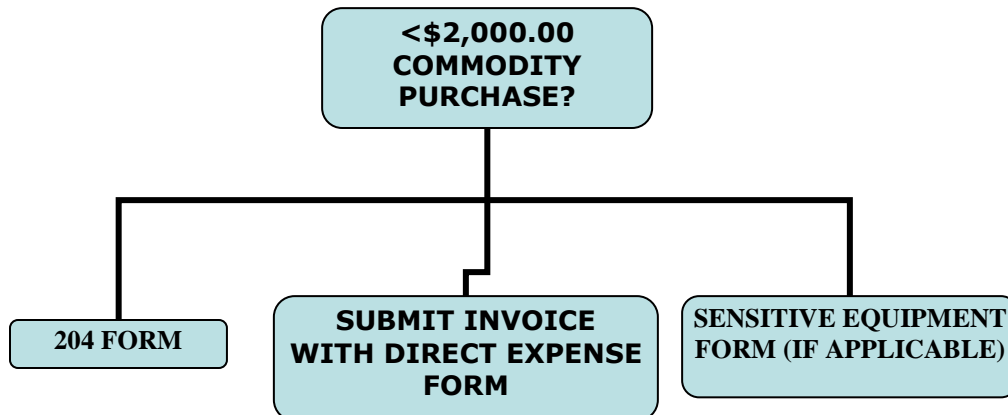
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The direct payment process is for the purchase of commodities or off campus services for \$2,000.00 or less. Invoices are required to be submitted with a completed Direct Expense Form.

### SERVICES



### COMMODITIES



**\*\*The only exceptions to this process is for the payment of:**

- **Utilities**
- **Postage**
- **Chancellor's Office Invoices**
- **Other CSUs (Not Including Foundations/Aux)**
- **Facility Rental must be done via a Req/PO.**

## WHAT FORM DO I USE AND WHERE DO I GET IT?

The form is called, "DIRECT EXPENSE FORM". An electronic fill in form is available:

<http://www.csum.edu/FiscalServices/forms.asp#A> . Only the authorized Direct Expense form will be accepted for payment. ***All other forms will be returned.*** The form must be accompanied with proper documents and must include the complete account code to be charged and the approval by an authorized individual. Uniform Allowances must be approved by HR before submittal to AP.

## TAX INFORMATION

***A Payee Data Record Form (Form 204) must be completed by all vendors BEFORE doing business with the University.*** This form documents such information as the vendors federal identification number and type of business for tax reporting purposes. Failure to submit a completed form will result in delays in payment and/or federal backup withholding being deducted from the payment. To find out if a vendor data form is needed please contact the Accounts Payable Department. The form is also available: <http://www.csum.edu/FiscalServices/forms.asp#A>

## WHO IS AUTHORIZED TO APPROVE DIRECT PAYMENT REQUESTS?

Those who are authorized to approve & sign Direct Expense requests are departmental employees whose names have been delegated in writing by their Department Administrator/Director to sign on specific accounts. If you are the person requesting payment for yourself; you can not approve this request. Your Department Administrator/Director will have to approve your request. This list is updated annually, although it may be updated throughout the year, if needed, by a Department Administrator/Director submitting the information to the Purchasing Department.

***Any Direct Payment Requests without the authorized signature will be returned to the Department. It is the departments Approving Official's responsibility to review the request to ensure purchases are appropriate, and that the correct account code has been provided.***

## A Few Pointers:

An original invoice/receipt must clearly show the following information when payment is made to a vendor:

- Vendor name, Remit address, Invoice number, Invoice date
- Description of items with the quantity ordered and unit price
- Sales tax applicable
- Additional charges such as freight, handling, etc.
- Payment terms (due in 30 days, etc.)
- ***Sensitive Equipment (500.00-1999.99)-Must have a copy of the CMA Equipment Custody Form attached.***
- If an attachment is to be sent with a check, please include a copy with payment request.
- When payment is to be made to a campus employee for reimbursement, attach a receipt and proof of payment (check, charge slip, etc.) to the completed direct expense form.
- Hospitality Expense reimbursement ***MUST*** include a detailed receipt, proof of payment, complete description and business purpose & list of attendees. Please follow all hospitality policy procedures and guidelines.

***Direct Payment Requests will be returned if any required documentation is missing:***

- ***Detailed invoice or receipt.***
- ***Complete description of purchase or service.***
- ***Missing or incorrect Chartfields.***
- ***Approving Officials Signature.***

The Accounts Payable Department will make every effort to process Direct Expense requests for payment within ten working days. Please contact the Accounts Payable Department with any questions. Pat Cofran, [pcofrancsum.edu](mailto:pcofrancsum.edu), 654-1028.

